

4500 Due West Road, Suite 240 Kennesaw, GA 30152 678-398-5102

# APPLICATION FOR FACILITY USE SCHEDULE ADDENDUM

SCHEDULE OF USE attach additional schedule page(s) as needed									
Date(s)	Day of		Load-in Time <sup>2</sup>		Time	Event Time <sup>4</sup>		Load-out Time <sup>5</sup>	
MM / DD / YYYY	Day of the Week	Purpose <sup>1</sup>	Begin	End	Doors Open <sup>3</sup>	Begin	End	Begin	End

<sup>&</sup>lt;sup>1</sup> What will the facility be used for on this date? For example, if request is for a basketball league, is this date for practice(s) or game(s)?

<sup>&</sup>lt;sup>2</sup> Time that the client needs to prepare the room(s) and setup prior to the start of the event.

<sup>&</sup>lt;sup>3</sup> Time that the doors open to the audience or group for entry prior to the start of the event.

<sup>&</sup>lt;sup>4</sup> Time that the event begins and ends.

<sup>&</sup>lt;sup>5</sup> Time that the client needs after the event concludes to remove any setup and clear out of the space.



4500 Due West Road, Suite 240 Kennesaw, GA 30152 678-398-5102

# APPLICATION FOR FACILITY USE SCHEDULE ADDENDUM

SCHEDULE OF USE attach additional schedule page(s) as needed									
Date(s)	Day of		Load-in Time <sup>2</sup>		Time	Event Time <sup>4</sup>		Load-out Time <sup>5</sup>	
MM / DD / YYYY	Day of the Week	Purpose <sup>1</sup>	Begin	End	Doors Open <sup>3</sup>	Begin	End	Begin	End

<sup>&</sup>lt;sup>1</sup> What will the facility be used for on this date? For example, if request is for a basketball league, is this date for practice(s) or game(s)?

<sup>&</sup>lt;sup>2</sup> Time that the client needs to prepare the room(s) and setup prior to the start of the event.

<sup>&</sup>lt;sup>3</sup> Time that the doors open to the audience or group for entry prior to the start of the event.

<sup>&</sup>lt;sup>4</sup> Time that the event begins and ends.

<sup>&</sup>lt;sup>5</sup> Time that the client needs after the event concludes to remove any setup and clear out of the space.



4500 Due West Road, Suite 240 Kennesaw, GA 30152 678-398-5102

# APPLICATION FOR FACILITY USE SCHEDULE ADDENDUM

SCHEDULE OF USE attach additional schedule page(s) as needed									
Date(s)	Day of		Load-in Time <sup>2</sup>		Time	Event Time <sup>4</sup>		Load-out Time <sup>5</sup>	
MM / DD / YYYY	Day of the Week	Purpose <sup>1</sup>	Begin	End	Doors Open <sup>3</sup>	Begin	End	Begin	End

<sup>&</sup>lt;sup>1</sup> What will the facility be used for on this date? For example, if request is for a basketball league, is this date for practice(s) or game(s)?

<sup>&</sup>lt;sup>2</sup> Time that the client needs to prepare the room(s) and setup prior to the start of the event.

<sup>&</sup>lt;sup>3</sup> Time that the doors open to the audience or group for entry prior to the start of the event.

<sup>&</sup>lt;sup>4</sup> Time that the event begins and ends.

<sup>&</sup>lt;sup>5</sup> Time that the client needs after the event concludes to remove any setup and clear out of the space.



4500 Due West Road, Suite 240 Kennesaw, GA 30152 678-398-5102

# APPLICATION FOR FACILITY USE SCHEDULE ADDENDUM

SCHEDULE OF USE attach additional schedule page(s) as needed									
Date(s)	Day of		Load-in Time <sup>2</sup>		Time	Event Time <sup>4</sup>		Load-out Time <sup>5</sup>	
MM / DD / YYYY	Day of the Week	Purpose <sup>1</sup>	Begin	End	Doors Open <sup>3</sup>	Begin	End	Begin	End

<sup>&</sup>lt;sup>1</sup> What will the facility be used for on this date? For example, if request is for a basketball league, is this date for practice(s) or game(s)?

<sup>&</sup>lt;sup>2</sup> Time that the client needs to prepare the room(s) and setup prior to the start of the event.

<sup>&</sup>lt;sup>3</sup> Time that the doors open to the audience or group for entry prior to the start of the event.

<sup>&</sup>lt;sup>4</sup> Time that the event begins and ends.

<sup>&</sup>lt;sup>5</sup> Time that the client needs after the event concludes to remove any setup and clear out of the space.